Conducting Monthly Job Fairs

- Hold the Job Fair on the last day of the TAP class
- Contact employers four weeks before the next job fair by email
- Allow each employer approximately one minute to present their company and available jobs
- After all the presentations are completed, have the attendees meet the employers
- Do not set up displays or banners due to lack of time and space
- Job fairs are no longer than three hours

Successful Monthly Job Fairs Are…

- Free since the room is already being utilized by the TAP class
- Short in length, allowing 30 minutes to get set up and lasting no longer than three hours
- Informative by having the employers do a one minute presentation to the group as a whole

Monthly Job Fairs are Easy to Do If You…

- Track the employers on a table/data base
- Are consistent and keep the routine the same every month
- Good luck!